

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SUPPORT INVESTIGATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **July 30, 1998; 8/2/00 (Spec. Req.)**
Jurisdictions: **County**
Union Status: **CSEA (county)**
Pay Grade: **11 (county)**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for locating individuals legally responsible for the support of public assistance recipients, assessing the possibility of obtaining reimbursement of funds for a social service agency, and attempting to secure a mutually agreeable payment schedule. This position does not normally involve any field work as part of investigative process. The work is performed under general supervision from either a higher level investigator or the Coordinator of Child Support Enforcement allowing incumbents considerable leeway in carrying out specific tasks. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews public assistance recipients and applicants to obtain information concerning the whereabouts of certain individuals;
Determines financial resources of absent parent and obtains voluntary agreements for child support payments;
Compiles information necessary to obtain a Family Court order directing individuals to make support payments when voluntary agreement for payment cannot be reached;
Files support and paternity petitions with Family Court and gives testimony in court as needed;
Contacts banks, insurance companies, employers to determine financial resources of individuals legally responsible for the support of others;
Interviews unwed mothers in an effort to determine feasibility of pursuing court action to establish paternity;
Contacts other governmental institutions in an effort to locate individuals;
Prepares reports as necessary;
Maintains continuous case files of progress and results of investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of investigative techniques used in determining the location and financial status of individuals; working knowledge of office terminology and modern methods used in keeping and checking financial records and reports; compiles information to file support and paternity petitions; and ability to prepare written material.

MINIMUM QUALIFICATIONS:

- (A) Associate degree in business administration, accounting, bookkeeping or closely related program; **OR**
- (B) Associate degree in criminal justice, paralegal or closely related program; **OR**

Last Reviewed: n/a
Last Updated: 8/2/00 (Spec. Req.)
Reviewed By: n/a
Last Reallocated: n/a

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- (C) High School diploma or equivalent, **AND**
 - 1) two (2) years experience in maintaining fiscal accounts, **OR**
 - 2) two (2) years experience as a legal secretary, legal assistant or legal researcher, **OR**
 - 3) two (2) years experience examining or evaluating claims for fiscal assistance, investigative, or assessment interviewing in a program operating under established criteria; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class may require some travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.